

NIGHT WAREHOUSE SUPERVISOR

Grow your Warehouse Management Career @ BIRITE BROADLINE FOODSERVICE

The Night Warehouse Supervisor is responsible for outbound selection between 24K-35K cases per night. Involved in routing communication and equipment issues during the night shift. A front line Supervisor directing employees to select/load 100% accurate orders. Monitor a variety of operation information, such as wrong pulls, productivity reports. Ensure employees are meeting selection goals; using preferred work methods, and coach up accurately. The Warehouse Night Supervisor must ensure that the work is done safely, accurately and in a timely manner.

Will be trained by an experienced Warehouse Manager.

RESPONSIBILITIES:

- Oversee the flow of the night warehouse operations to ensure accuracy and timeliness of both product selections and paperwork from support staff.
- Coordinate layout of warehouse, and other storage areas, considering usage, size, weight, and related factors of items stored.
- Train employees on care and proper storage of items received and shipped as well as the proper use of material handling equipment and related warehousing equipment.
- Assign duties and examine work for accuracy, neatness and conformance to policies and procedures.
- Coordinate the flow of information needed to all departments to ensure orders are fulfilled according to schedule.
- Schedule and coordinate manpower needs to meet daily workload.
- Ensure integrity of inventory and cycle count/accuracy.
- Maintain security of warehouse and **safety of all workers and equipment**, following accident reporting guidelines and reporting issues to management.
- Interview, select, and train warehouse personnel.
- Manage employee time and attendance, and update timecards appropriately.
- Responsible for loading trucks.
- Other duties as assigned

REQUIREMENTS:

- High School diploma, GED, or equivalent experience
- 2+ years of warehouse supervisory experience
- Excellent interpersonal skills and ability to communicate with employees at all levels
- Forklift and reach truck experience a PLUS
- Must be comfortable working in cold temperatures and loud/noisy work environment
- Ability to work in a fast-paced and deadline-driven environment
- Spanish Speaker **HIGHLY** preferred

BENEFITS:

- 401 (k)
- 401 (k) matching
- Health Insurance
- Dental insurance
- Vision insurance
- Health Savings Account (HSA)
- Flexible spending account (FSA)
- Life insurance, AD&D
- Paid time off

PHYSICAL DEMANDS:

- The position requires working in a refrigerated warehouse, cold temperatures.
- The noise level in the work environment can be loud due warehouse machinery, and forklift truck operation.
- The position frequently requires the ability to stand, walk for a long period of time, bend, twist, use hands to handle or feel product or packaging, and reach with hands and arms.
- The position occasionally lifts to 30 pounds, up to 50 pounds.

Job Type: Full-time

Salary range: \$68,000- 85,000 yearly depending on related experience. Yearly Bonus based on performance.

Schedule:

- Night shift *Subject to change based on operational needs*
- **Sunday thru Thursday**
- **Shift start 4pm-1 am (one hour of lunch time)**

BiRite is an Equal Employment Opportunity Employer

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Salary: \$68,000.00 - \$85,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Night shift

Ability to commute/relocate:

- Brisbane, CA 94005: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Warehouse supervisor: 2 years (Preferred)